

## Job-hunting tips for finding the right job.

### **I. Sources of job information:**

- A. State Job Center.
- B. Family and friends.
- C. Newspaper.
- D. People employed in your field.
- E. Telephone Book.
- F. Direct employer contact.

### **II. Before the interview:**

- A. Learn about the employer.
- B. Know the time and place of the interview.
- C. Know how you can benefit the company.
- D. Know why you want to work for the company.
- E. Dress appropriately and conservatively.
- F. Go alone.
- G. Be on time.

### **III. During the interview:**

- A. Be enthusiastic, courteous.
- B. Answer questions clearly, honestly.
- C. Maintain eye contact.
- D. Sell yourself-speak directly to the interviewer.
- E. Tell interviewer why he/she needs you.
- F. Show interest in the job.

### **IV. After the interview:**

- A. Evaluate the interview.
- B. Send "thank you" letter to employer.
- C. List improvements you should make.
- D. Follow up with a phone call; if you do not get the job, continue your search.

### **V. Avoid problems on the job by:**

- A. Maintaining a positive attitude.
- B. Dressing appropriately.
- C. Arriving for work on time.
- D. Not overstaying breaks.
- E. Calling in when you are going to be late or absent.

### **VI. Common reasons employers give for firing employees:**

- A. Absenteeism.
- B. Loafing.
- C. Personality conflicts.
- D. Violating company rules.
- E. Incompetence.